



Banner Finance Access Request Form

LAREDO COLLEGE
EST. 1947

Return Form To:

Sonia Mireles, Senior Accountant
Accounting Office

Phone Number: (956) 764-5709

E-mail: smireles@laredo.edu

Financial Manager: _____
Department: _____
Campus Extension: _____

Requested for: _____
Position Title: _____
Date: _____

Action needed:	Create new Banner access <input type="checkbox"/>	Modify prior Banner access <input type="checkbox"/>	Delete prior Banner access <input type="checkbox"/>
----------------	---	---	---

Prior Banner Access? YES NO Banner Username: _____ LC e-mail: _____

<u>Fund/Orgn. Code</u>	<u>Fund/Organization Name</u>	<u>Fund/Orgn. Code</u>	<u>Fund/Organization Name</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**** Please complete another form for access to accounts under a different financial manager.**

On-line Requisitioning Access X Yes No

Department on-line requisition entry will allow requisitions to be entered into the purchasing system and encumber funds. On-line requisition approval will allow requisitions to be approved for transfer to a purchase order.

Financial Manager's Signature *Date*

Employee's Signature *Date*

Director of Accounting	
Signature: _____	Approved: <input type="checkbox"/> Denied: <input type="checkbox"/>
<u>Accounting Office Use Only</u>	<u>IT Department Use Only</u>
Banner Accountant (Sonia Mireles)	Banner Database Analyst (Raquel Ruiz)
Role Security: _____	Banner ID: _____
FOMPROF Access: _____	Temporary Password: _____
Date Completed: _____	Date sent to Acct. Dept: _____